Express Library Digitization Award

REQUEST FOR PROPOSALS

Background
The National Network of Libraries of Medicine (NN/LM NER), under contract with the National Library of Medicine (NLM), announces the availability of funding for digitization and conservation of historical or unique collections.

Purpose
The goal of the Express Library Digitization Award is to enable libraries to increase accessibility within and without the institution of local collections that are not currently available for use.

Potential Projects
Potential projects can include but are not limited to:
- Purchase of necessary equipment or software needed to digitize materials.
- Personnel needed to digitize selected collection(s) or outsourcing of digitization.
- Personnel needed to apply metadata and post collections to the web.

Eligibility
Full or Affiliate members are eligible to apply for an award.

Application A brief proposal with a detailed budget is required. Funding periods should not exceed a 12 month performance period. Proposals should include project goal(s), objectives, and description of collaboration partners, intended outcomes, and evaluation plan.

- Eligible members can apply for up to $9,000 for each project.
- Multiple projects throughout the region will be funded.
- Proposals are due **December 14, 2012**.
- Approved projects will be **contacted** in **April 2013**.
- Project performance period will coincide with NER **May 1, 2013 thru April 30, 2014** performance period.
- Contact Mary Piorun by November 16, 2012.

Proposal Instructions
Proposal should:
1. Include cover sheet with name, position, title, address, and complete contact information
2. Describe the intended audience and collection
3. State the overall value of the collection to be digitized
4. Describe the project's planning and implementation; provide applicable outlines
5. Describe the project's evaluation plan for measuring the project's benefits to the intended audience (outcomes) and how the project was carried out (process evaluation)
6. A full budget including a justification for broad categories of expenses.
7. Include CVs of personnel involved and other supporting documentation.

Requirements

- Progress reports: progress reports should be submitted every two months. Reports should address progress towards meeting objectives and an ongoing evaluation or assessment of the project's effectiveness. Activities held in support of project objectives will be entered and submitted to the Outreach Application and Online Contract Reports System at: https://outreach.nlm.nih.gov. Users of the System must first create an account before reports can be submitted. Contact your RML for additional information on the Online Contract Reports System.
- Proposals must include an evaluation component. Applicants are encouraged to consult the resources available from the National Network's Outreach Evaluation Resource Center (OERC) (http://nnlm.gov/evaluation/guide/) when developing needs assessments and outcomes-based evaluations.
- Applicants are expected to implement policies and procedures that support appropriate delivery of services.
- Vendor quotes must be provided for equipment purchases whose total value is over $3,000. NLM must approve equipment purchases; property will vest with NN/LM NER.
- Equipment purchased through NN/LM NER funding should not be used for personal purposes, see http://nnlm.gov/ner/funding/rfps/Personal_Appeal_Items-AN.pdf for further details.
- Material produced in relation to the project should attribute the National Library of Medicine as funding source. Suggested text: ***This project has been funded in whole or in part with Federal funds from the National Library of Medicine, National Institutes of Health, Department of Health and Human Services, under Contract No. #HHS-N-276-2011-0001C with the University of Massachusetts Medical School.***
- Successful applicants are expected to use or adapt existing training materials before developing new materials. Consult the Medical Library Association (MLA) Educational Clearinghouse, http://cech.mlanet.org prior to developing materials. Training materials developed as part of the award should be submitted to the MLA Educational Clearinghouse.
- Applicants are expected to implement policies and procedures that support appropriate delivery of services to culturally and linguistically diverse groups. Applicants can consult National Center for Cultural Competence and its resources at http://gucchd.georgetown.edu//nccc/links.html.
- Web-based resources developed for the project should strive to ensure accessibility to the greatest possible number of people by adhering to standards described in Section 508 of the Rehabilitation Act. (http://www.nlm.nih.gov/web/documentation/accessibility.html)
- Recipients of NN/LM funding should publish results from NN/LM funded projects according to the NIH Public Access Policy in journals that make their contents freely available on the Web (http://publicaccess.nih.gov/).
- Food is not an allowable expense.

Funding decisions are based on need, amount to be funded, and availability of funds.

In addition to the requirements the following scoring scheme is applied by the reviewing committee.

Numerical Scoring:
Identification of Need, Description of Target Group, Geographic Area. (35 Points).
- Description of the historical collection and identified value.
- The need for the project and its potential impact.
- Planned outputs for the project: number of documents, completeness of collection, accessibility, etc.

Methodology/Technical Approach (35 Points)
- The logic and feasibility of the methodology and technical proposal.

- Plans for evaluating the success of the project as expressed in documented outcomes
- Timeline of Activities

Experience and Facilities of the Respondent and Supporting Documentation (30 Points)

- Experience of the proposed personnel in developing and conducting related projects. If the respondent has no prior experience in conducting related projects, include evidence that steps will be taken to obtain adequate background or experience prior to carrying out the project.
- Demonstrated evidence of facilities and resources adequate to support the project. Letters of commitment from administration and of support from target institution(s).
- Evidence of a commitment to continuing outreach services to the targeted population beyond the contract period.

Proposal Submission

One electronic version of the proposal must be submitted. Please do not staple or bind the proposal. The respondent must also submit one original printed version of the proposal to:

Mary Piorun, Associate Director
NN/LM New England Region
222 Maple Ave.
Shrewsbury, MA 01545,
Mary.Piorun@umassmed.edu

The National Network of Libraries of Medicine is a program of the National Library of Medicine under government contract (HHS-N-276-2011-00010-C). According to FAR 52.232-18 (Availability of Funds) the Government's obligation under this contract is contingent upon the availability of appropriated funds from which payments can be made. No legal liability on the part of the Government for any payment may arise until funds are made available.

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If you have questions or require assistance, please contact: Mary Piorun (mary.piorun@umassmed.edu) or Myrna Morales (Myrna.Morales@umassmed.edu)